

## DISTRICT COURT RECORDS MODEL

Each district court shall maintain the following records:

1. Appearance Docket
2. Trial Docket
3. Journal
4. Complete Record
5. Execution Docket
6. Fee Book
7. General Index
8. Judgment Record
9. Case File

### I. APPEARANCE DOCKET

The appearance docket is a summary of the case and is kept chronologically as cases are filed. The docket shall provide the following information:

1. case type,
2. filing dates of petition and all subsequent pleadings,
3. names of parties and their counsel,
4. date of issuance of, return date of, and the return of summons,
5. cost summary, and
6. posting references to other records.

The appearance docket may be compiled, filed, and maintained in either a paper volume or a computer system.

### II. TRIAL DOCKET

The trial docket is a listing of cases at issue in the order they were made up and should serve as the order in which the cases are called for trial. If the court has more than 300 cases at issue, the scheduling of trials may be described by local court rule.

Rendition of a judgment is the act of the court, or a judge thereof, in making and signing a written notation of the relief granted or denied in an action.

The trial docket may be compiled, filed, and maintained in either a paper volume or a computer system.

Rule II amended September 13, 2000.

### III. JOURNAL

A journal is a record of the court in which all judgments and orders must be entered and must clearly specify the relief granted or order made in the action.

Entry of a judgment, decree, or final order occurs when the clerk of the court places the file stamp and date upon the judgment, decree, or final order. For purposes of determining the time for appeal, the date stamped on the judgment, decree, or final order shall be the date of entry.

The journal may be compiled and filed on microfilm, in a computer system, or in a paper volume.

Rule III amended September 13, 2000.

### IV. COMPLETE RECORD

The clerk shall make a complete record of every cause, as soon as it is finally determined, unless such record, or some part thereof, is duly waived. The complete record shall contain the following:

1. petition,
2. process,
3. return,
4. pleadings subsequent thereto,
5. reports,
6. verdicts,
7. orders,
8. judgments,
9. all material acts and proceedings of the court, and

10. by reference, all journal entries and all such filings as are required to be entered in full in the appearance dockets.

The complete record may be compiled and filed on microfilm, in a computer system, or in a paper volume.

## V. EXECUTION DOCKET

The execution docket is also referred to as the "encumbrance book." Its purpose is to provide a ready reference to the activities of the sheriff regarding attachments and executions filed in a case. It records liens and encumbrances on land. The information in the execution docket is also found in the appearance docket.

The execution docket may be compiled, filed, and maintained in either a paper volume or a computer system.

## VI. FEE BOOK

The fee book is more commonly known as the "cash and fee ledger." It is the financial accounting record of the court. All money receipted and disbursed by the court shall be recorded upon the cash and fee ledger. The ledger shall record the receipts and disbursements of all money held in trust.

The fee book may be compiled, filed, and maintained in either a looseleaf paper ledger or a computer system.

## VII. GENERAL INDEX

The general index is an alphabetical listing of names of the parties to the suit, both direct and inverse, with the page and book where all proceedings in such action may be found.

The general index may be compiled, filed, and maintained in either a paper volume or a computer system.

## VIII. JUDGMENT RECORD

The judgment record shall contain:

1. the names of the judgment debtor and judgment creditor, arranged alphabetically,
2. the date of judgment,
3. the amount of judgment and costs,
4. the page and book where judgment may be found.

Transcripts of judgments from county courts filed in the district court shall be entered upon the judgment record, and whenever any judgment is paid and discharged, the clerk shall enter such fact upon the judgment record in a column provided for that purpose.

The judgment record may be compiled, filed, and maintained in either a paper volume or a computer system.

## IX. CASE FILE

All cases shall be maintained in a case file which shall be filed numerically and accessible alphabetically through an index. The case file should contain all pleadings, journal entries, minute entries, court actions, orders, judgments, verdicts, postjudgment actions, and other documents filed in the case.

Adopted October 15, 1992.